



## Management Systems

## MANAGEMENT BULLETIN

<b>Subject: Child Care Annual Aggregate Report and Instructions (CD-800)</b>	<b>No: 00-27</b>
<b>Authority: Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (PL 104-193)</b>	<b>Date: November 2000</b>
<b>Reference: Management Bulletin (MB) 99-17 (November 1999)</b>	<b>Expires: When Rescinded</b>

### **ATTENTION: EXECUTIVE OFFICERS/SUPERINTENDENTS AND PROGRAM DIRECTORS OF ALL CALIFORNIA DEPARTMENT OF EDUCATION (CDE) CHILD CARE AND DEVELOPMENT PROGRAM CONTRACTS**

#### **PURPOSE**

The purpose of this management bulletin is to remind **all** agencies administering CDE-subsidized child care and development contracts of the annual CD-800 reporting requirement covering children, families, and providers of CDE-subsidized child care and development services and the delivery of consumer education services in these child care and development programs. Agencies must complete the form CD-800 AP/R&R for each Alternative Payment (AP) contract and CD-800 CBFH for each center based and family child care home contract. Resource and Referral agencies must complete question 4 on the form CD-800 AP/R&R.

#### **BACKGROUND**

This is the fourth year for this federally-mandated report. The report provides the federal Department of Health and Human Services with information for Congress on families and children served by the Child Care and Development Fund (CCDF) and the required state match. It is also critical in determining if California is meeting its general fund maintenance of effort requirements for Temporary Assistance to Needy Families (TANF). In addition, the information is useful in State policy and budget decision making. **Contractors that do not report are subject to withholding of their child development apportionments, consistent with their funding terms and conditions.** Agency failure to report can also result in the loss of federal money for California's CalWORKS program as well as in CCDF penalties from the federal government.

There are no revisions to the report instructions from last year described in MB 99-17, except for the federal fiscal year covered and clarifications on contract prefixes. This report is for families and children actually receiving CDE-subsidized child care and development services, not just those the agency anticipates it will be serving. **Do not include full cost families.**

## **INSTRUCTIONS**

The attached report forms are the same as those released in MB 99-17, dated November 1999, with the exception that this report is for federal fiscal year (FFY) 2000, the period covering October 1, 1999 through September 30, 2000; the submission address has changed slightly; and there are special instructions provided for agencies that had contract prefixes of F2I3, F2I6, F2AP, F3AP, G3TO and GSAP for FFY 2000. Agencies must report unduplicated counts of families, children, and providers regardless of contract type. Unduplicated counts of families and children who received CDE-subsidized child care are derived as follows:

Count the number of families and children receiving services as of October 1, 1999. Then add the number of new families/children served for the period of October 2, 1999 through September 30, 2000.

Example:

		Number of Families Added											
Month	Number of Families Served October 1, 1999	10/2/99-10/31/99	11/99	12/99	1/00	2/00	3/00	4/00	5/00	6/00	7/00	8/00	9/00
Families	100	3	20	10	10	0	10	10	0	0	8	0	0

Total Number of Families = 171

## **Special Instructions**

### F2I3, F2I6, F2AP, F3AP, and F3TO

1. The following CalWORKS contracts should be combined in one report (F2I3, F2I6, F2AP, F3AP, and F3TO) in order to simplify reporting and reduce the possibility of duplicating family counts.

### G3TO

2. For G3TO contracts, only count families and children who came directly from Stage 1 and children added (such as new babies in child care) during the year.

### GSAP

3. For contract prefixes of GSAP (ended 6/30/00), report for October 1, 1999 through June 30, 2000.

Provide copies of this Management Bulletin and instructions to individuals assigned to compile this report. Complete one report for each CDE contract you have except as indicated in 1 above. Return completed report(s) by December 1, 2000, to the following address:

California Department of Education  
Management Systems  
560 J Street, Suite 260  
Sacramento, CA 95814

Indicate CD-800 on the outside of the envelope to help the Department sort incoming reports.

Any questions may be addressed to your assigned consultant (see attached listing for phone numbers and e-mail addresses.) In addition, you may e-mail questions to [datarept@cde.ca.gov](mailto:datarept@cde.ca.gov).

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Kathy B. Lewis  
Deputy Superintendent  
Child, Youth and Family Services Branch

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Lucia C. Becerra  
Director, Management Systems  
Child, Youth and Family Services Branch

Attachments:

CD-800 AP/R&R Report  
CD-800 CBFH Report  
Child Development Division Consultant List

**CALIFORNIA DEPARTMENT OF EDUCATION  
CHILD DEVELOPMENT DIVISION /FIELD SERVICES UNITS  
COUNTY ASSIGNMENT LIST**

County	Region	Consultant	County	Region	Consultant
Alameda	NORTH	Vacant*/M. Fitch	Orange	SOUTH	Erica Otiono
Alpine	NORTH	Dan Cross	Placer	NORTH	Dan Cross
Amador	NORTH	Allen Eister	Plumas	NORTH	Allen Eister
Butte	NORTH	Dan Cross	Riverside	SOUTH	Sandy Patitucci
Calaveras	NORTH	Allen Eister	Sacramento	NORTH	Marie Murata
Colusa	NORTH	Marie Murata	San Benito	SOUTH	Cindy Betts
Contra Costa	NORTH	Vacant*	San Bernardino	SOUTH	Pilo Salas
Del Norte	NORTH	David Houtrouw	San Diego	SOUTH	S. Patitucci/F. Louie
El Dorado	NORTH	Dan Cross	San Francisco	NORTH	Margarett Shortt
Fresno	SOUTH	Joe Martinez	San Joaquin	NORTH	Allen Eister
Glenn	NORTH	Marie Murata	San Luis Obispo	SOUTH	Vacant*
Humboldt	NORTH	David Houtrouw	San Mateo	NORTH	Dan Cross
Imperial	SOUTH	Pilo Salas	Santa Barbara	SOUTH	Cindy Betts
Inyo	SOUTH	Pilo Salas	Santa Clara	NORTH	Deborah McFadden
Kern	SOUTH	Vacant*	Santa Cruz	NORTH	Vacant*
Kings	SOUTH	Joe Martinez	Shasta	NORTH	David Houtrouw
Lake	NORTH	Jeralynn Krug	Sierra	NORTH	Dan Cross
Lassen	NORTH	David Houtrouw	Siskiyou	NORTH	David Houtrouw
Los Angeles	SOUTH	See second page.	Solano	NORTH	Jeralynn Krug
Madera	SOUTH	Allen Eister	Sonoma	NORTH	Jeralynn Krug
Marin	NORTH	Margarett Shortt	Stanislaus	NORTH	Allen Eister
Mariposa	NORTH	Allen Eister	Sutter	NORTH	Marie Murata
Mendocino	NORTH	David Houtrouw	Tehama	NORTH	Marie Murata
Merced	SOUTH	Joe Martinez	Trinity	NORTH	David Houtrouw
Modoc	NORTH	David Houtrouw	Tulare	SOUTH	Vacant*
Mono	SOUTH	Pilo Salas	Tuolumne	NORTH	Allen Eister
Monterey	SOUTH	Cindy Betts	Ventura	SOUTH	Cindy Betts
Napa	NORTH	Jeralynn Krug	Yolo	NORTH	Jeralynn Krug
Nevada	NORTH	Dan Cross	Yuba	NORTH	Marie Murata

\* Counties listed as "Vacant", call CDD's main number at 916-322-6233 for referral to one of our consultant staff.

**Alameda and San Diego counties, refer to the contractors listed below first. Contractors not listed, please direct inquiries to the second staff member listed for that county.**

**South Bay Union SD**

**Alameda County – Vacant position**

Children's Fund of the Bay Area  
Fremont Unified SD  
Fremont-Newark Community College  
Livermore Area Rec and Park District  
Livermore Valley Jt Unified SD  
New Haven Unified SD  
Resources for Family Development  
Tri-Cities Children's Center

**San Diego County - Patitucci's portion**

All Children's Foundation  
Chicano Federation of San Diego  
Chula Vista Elementary SD  
Coronado Unified SD  
Episcopal Community Services  
Jamul-Dulzura Union SD  
Metro Area Advisory Committee  
National Elementary SD  
San Ysidro Elementary SD

**FIELD SERVICES STAFF DIRECTORY**

<u>Administrators</u>	<u>Telephone</u>
Eloise Bradrick-Talk	916 324-6164
GREG HUDSON	916 323-1300

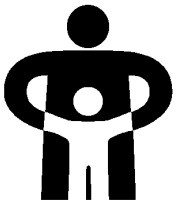
<u>Consultant Staff</u>	<u>Telephone</u>
Cindy Betts	916 327-1021
Dan Cross	916 323-1341
Allen Eister	916 323-1303
PAMELA FINLEY	916 322-4850
Mari Fitch	916 323-1317
Gaspar Garcia	916 323-1309
David Houtrouw	916 323-3090
Jeralynn Krug	916 445-7353
FRANCIS LOUIE	916 322-4241
JOE MARTINEZ	916 323-7833
Deborah McFadden	916 445-7349
Marie Murata	916 323-2133
Margaret Shortt	916 323-1345
ERICA OTIONO	916 323-1315
SANDY PATITUCCI	916 323-1355
PILO SALAS	916 323-1328

**UPPERCASE NAMES = Southern Region staff**

**Child Development Division /Southern Field Services Unit  
Los Angeles County Service Planning Areas (SPA)**

<b>SPA 1 Antelope Valley Region</b>	<b>SPA 2 San Fernando Region</b>	<b>SPA 3 San Gabriel Region</b>	<b>SPA 4 Metropolitan Region</b>
Pam Finley (916) 322-4850	Pam Finley (916) 322-4850	Richard Miller	Nancy Pellom (916) 323-0216
Antelope Valley Comm. College Antelope Valley High School Education Foundation Lancaster Elementary SD Palmdale Elementary SD	Around the Korner AS/CSU Northridge Burbank Unified SD Calvary Baptist Day Care Child and Family Center Child Care Resource Center - San Fernando Creative World, Inc. Dubnoff Center for Child Dev. Eben-Ezer Children's Day Care Glendale Community College Glendale Unified SD Grandview Presbyterian Church Newhall Elementary SD Santa Clarita Comm College Saugus Union Elementary SD Sulphur Springs Union ESD YWCA of Glendale	Alhambra City Elementary SD Baldwin Park Unified SD Bassett Unified SD Bright Faces Child Development Cal Poly Pomona Foundation Charter Oak Unified SD Child Care Information Service Citrus Community College District Claremont Unified SD Community Housing Services Covina Development Center Covina Valley Unified SD Duarte Unified SD El Monte City SD El Monte Union High SD Fairplex Child Development Center Garvey Elementary SD Hacienda-La Puente Unified SD Monrovia Unified SD Montessori Association of Covina Mountain View Elementary SD Mt. San Antonio Community College Neighbors of Watts Options-A Child Care & Human Srvce Pasadena Area Comm College Pasadena Unified SD Phillips Ranch Youth Pomona Unified SD Rosemead Elementary SD Rowland Unified SD San Gabriel Unified SD San Gabriel YMCA	Archdiocese of Los Angeles Assistance League of Southern CA Cal State Los Angeles Aux Serv Calif. Hospital Medical Center Catholic Charities of LA, Inc. Centro de Niños, Inc. Child and Family Services Child Dev Consortium of LA, Inc. Children's Home Society of CA Children's Institute International Chinatown Service Center City of LA, Dept of Rec & Parks Estrada Courts Residential Mgmt Foundation for Early Childhood Ed International Institute of LA Los Angeles Child Care & Develop. Los Angeles County / USC Medical Center Auxiliary Los Angeles Community College Dist Los Angeles Unified SD LTSC Community Development Corp Para los Niños Plaza Community Center Plaza de la Raza Head Start, Inc. Proyecto Pastoral Salvation Army - Santa Fe Springs Volunteers of America of LA YMCA of Metro Los Angeles YWCA of Greater Los Angeles
Contractors: 4	Contractors: 17	Contractors: 33	Contractors: 29

SPA 5 West Region	SPA 6 South Region	SPA 7 East Region	SPA 8 South Bay/Harbor Region
G. Garcia, (916) 323-1309	G. Garcia, (916) 323-1309	Pam Finley (916) 322-4850	Erica Otono, (916) 323-1315
<p>Chabad of California Connections for Children Culver City Unified SD Los Angeles Alumni Chapter, Delta Sigma Theta Ocean Park Child Care Found. Parents Infant Care Services, Inc. Regents-Univ. of California Santa Monica-Malibu Unified SD St. Joseph Center Vista del Mar Child and Family Westside Children's Center Youth Development Partnership</p> <p>Contractors: 12</p>	<p>Charles R. Drew University, Medicine &amp; Science Children's Center, Inc. Children's Collective, Inc. Compton Community College Compton Unified SD Crystal Stairs Daisy Foundation Drew Child Development Corp. Equipoise, Inc. Faithful Central Ed Center, Inc. Girls Club of Los Angeles Heavenly Vision Education Ctr Hoover Intergenerational Care Kedren Community Health Ctr Los Angeles First Pre-School Los Angeles Urban League Lynwood Unified SD Mount Saint Mary's College New Bethel Apostolic Assembly Page Learning Academy Paramount Unified SD University of Southern Calif.</p> <p>Contractors: 22</p>	<p>ABC Child Development ABC Unified SD Bellflower Unified SD CHARO Community Development City of Norwalk City of Santa Fe Springs Coalition of Latino Americans East Whittier City Elementary SD El Rancho Unified SD Los Angeles Co. Supt. of Schools Mexican American Opportunity Foundation Montebello Unified SD Norwalk-La Mirada Unified SD Rio Hondo Community College Southeast Los Angeles PIC YMCA of Greater Long Beach</p> <p>Contractors: 16</p>	<p>Assoc Students, CSU Dominguez Hills Assoc Students, CSU Long Beach City of Gardena Community Development Center Comprehensive Child Development El Camino Community College Federation of Preschool &amp; Community Education Center Hawthorne Elementary SD Inglewood Unified SD Lawndale School District Long Beach Community Improvement League Long Beach Day Nursery Long Beach Unified SD Manhattan Beach Unified SD Redondo Beach Unified SD Southern Calif. Youth &amp; Family Center Torrance Unified SD Young Horizons</p> <p>Contractors: 18</p>



CALIFORNIA DEPT OF EDUCATION  
CD-800 AP/R&R 10/00

## CD-800 AP/R&R CHILD CARE ANNUAL AGGREGATE REPORT

Alternative Payment and Resource & Referral Programs

October 1, 1999 - September 30, 2000

Reports due December 1, 2000

Return to:  
**California Department of Education**  
Management Systems  
560 J Street, Suite 260  
Sacramento CA 95814

SEE REVERSE SIDE FOR INSTRUCTIONS

Current Contract Number(s) \_\_\_\_\_ Vendor Number \_\_\_\_\_  
Agency Name \_\_\_\_\_  
Address \_\_\_\_\_  
County \_\_\_\_\_

Contact Person \_\_\_\_\_  
Phone Number (\_\_\_\_) \_\_\_\_\_  
E-mail Address \_\_\_\_\_  
Fax Number (\_\_\_\_) \_\_\_\_\_

1. Unduplicated number of families receiving CDE-subsidized child care service:

- a. Families with income **greater** than 75% of State median income .....   
b. Families with income **at or less** than 75% of State median income .....

c. Of the number of families indicated in 1.b., how many were TANF recipients at any time during reporting period. ....

2. Unduplicated number of children by category receiving CDE-subsidized child care service:

- a. Children with family income **greater** than 75% of State median income .....  
b. Children with family income **at or less** than 75% of State median income.....

3. Unduplicated number of child care providers receiving CDE-subsidized funds .....

Care Provided by a Licensed Provider			Care Provided by a License-Exempt Provider					Total
Family Child Care Home *02	Large Family Child Care Home *03	Center *04	In Child's Home		Outside Child's Home		Center *11	
			Relative *05	Non-Relative *06	Relative *07	Non-Relative *08		

\*The numbers correspond with type of care codes found in the CD 9600 instructions, Confidential Application For Child Development Services.

4. Estimated number of families receiving Consumer Education .....

Check Consumer Education Methods Used on a Regular Basis

- |  |  |
|--|--|
| <input type="checkbox"/> a. Information to subsidized families regarding the availability of a certificate | <input type="checkbox"/> e. Checklist of health and safety concerns                                  |
| <input type="checkbox"/> b. Resource and Referral counseling   | <input type="checkbox"/> f. Copies of child care regulatory information                              |
| <input type="checkbox"/> c. List of legally operating child care providers                                 | <input type="checkbox"/> g. Familiarization with child care provider complaint policies (any method) |
| <input type="checkbox"/> d. Brochure, booklet, or written material about types of care and quality of care | <input type="checkbox"/> h. Mass media such as television, radio, internet site, billboards, etc.    |
|  | <input type="checkbox"/> i. Other (Please attach an explanation)                                     |

\_\_\_\_\_  
Authorized Signature / Date

**CD-800 CHILD CARE ANNUAL AGGREGATE REPORT**  
**CD-800 AP/R&R Reporting Instructions**

CD-800 AP/R&R 10/00

**Note: Complete one report for each contract with CDE except combine the following contract types in one report: F2I3, F2I6, F2AP, F3AP, and F3TO. List all contract numbers.**

<b>1. Number of Families</b>	Report the total unduplicated number of families assisted by CDE-subsidized childcare during the report period, counting each family assisted once (even if a family has exited and re-entered the program). To compute the unduplicated number, begin with the October 1, 1999, families served as the base number and then add all subsequent new families served for the reporting period. The total needs to be divided between those families with income greater than 75% of the State median income and families with incomes at or less than 75% of the State median income. The determination of family income level should be based on the Family Fee Schedule as of September 1999 as provided in Management Bulletin 98-19. TANF is Temporary Assistance to Needy Families (formally known as AFDC). Enter the number of families that received TANF (not including medi-cal or food stamps). The number of families should never be greater than the number of children.
<b>2. Number of Children</b>	Report the total unduplicated number of children assisted during the report period, counting each child assisted once (even if a child has exited and reentered the program). To compute the unduplicated number, begin with the October 1, 1999, number of children receiving services as the base number and then add all subsequent new children served (not previously counted) from October 2, 1999, through September 30, 2000. If the family income level has fluctuated above and below 75 percent of State median income during the year being report, the family should be reported only once in the below State median income category. In the columns across the page, indicate the number of children served by the primary type of provider (see definitions below). If the families/children leave the program and then later reenroll do not count them again. Count each child once, even if they receive services from more than one type of provider, using the category which best serves as the primary caregiver. The total needs to be divided between those families with incomes greater than 75% of the State median income and families with incomes at or less than 75% of the State median income.
<b>3. Unduplicated number of providers</b>	Report the total number of child care providers serving subsidized families. Count each provider once. Across the columns indicate the number of providers serving subsidized families by provider type.* If a provider should provide more than one type of care (i.e. in-home and family child care) place the provider in the category for which the most hours of service are provided. If an equal number of hours are provided, you have the discretion as to which category to report the provider.
<b>4. Estimated number of families receiving Consumer Education and Methods of Consumer Education</b>	Report an estimated total number of families receiving consumer education and methods of consumer education used to promote informed child care choices. An explanation of the methodology for calculating this number should be attached to the report. Check the method if the program provides this method of consumer education on a regular basis.
<b>*Definition of Provider Type</b>	Provider legally regulated or licensed by State or local public agency or through a State's designated agent.
<i><b>Licensed Provider</b></i>	
<i><b>License-Exempt Provider</b></i>	Legally operated care provided in a child's home, family child care home, or center-based site for which no licensing category exists in the State or locality.
<i><b>Child's Home</b></i>	Care provided by a caregiver in the child's home.
<i><b>Family Child Care Home</b></i>	Care provided in a family child care home (licensed for up to 8 children).
<i><b>Large Family Care Home</b></i>	Care provided in a large family home (licensed for up to 14 children).
<i><b>Center</b></i>	Care provided in a center-based setting.
<i><b>Relative</b></i>	A relative provider who is at least 18 years of age and who is a grandparent, great-grandparent, aunt, or uncle living inside or outside the child's home, or sibling living outside the child's home.

**Return by December 1, 2000, to: Management Systems, California Department of Education, 560 J Street, Suite 260, Sacramento CA 95814**



CALIFORNIA DEPT OF EDUCATION  
CD-800 CBFH 10/00

# CD-800 CBFH CHILD CARE ANNUAL AGGREGATE REPORT

Center Based and Family Child Care Home Programs

October 1, 1999 - September 30, 2000

Reports due December 1, 2000

SEE REVERSE SIDE FOR INSTRUCTIONS

Return to:  
**California Department of Education**  
Management Systems  
560 J Street, Suite 260  
Sacramento CA 95814

Current Contract Number \_\_\_\_\_ Vendor Number \_\_\_\_\_

Agency Name \_\_\_\_\_

Address \_\_\_\_\_

County \_\_\_\_\_

Contact Person \_\_\_\_\_

Phone Number ( ) \_\_\_\_\_

E-mail Address \_\_\_\_\_

Fax Number ( ) \_\_\_\_\_

	Center Based	Family Child Care Homes	Total
1. Unduplicated number of families receiving CDE-subsidized child care service:			
a. Families with income <b>greater</b> than 75% of State median income .....			
b. Families with income <b>at or less</b> than 75% of State median income .....			
c. Of the number of families indicated in 1.b., how many were TANF recipients at any time during reporting period. ....			
2. Unduplicated number of children receiving child care service:			
a. Children with family income <b>greater</b> than 75% of State median income .....			
b. Children with family income <b>at or less</b> than 75% of State median income .....			
3. Estimated number of families receiving Consumer Education .....			

Check Consumer Education Methods Used on a Regular Basis

- |  |  |
|--|--|
| <input type="checkbox"/> a. Information to subsidized families regarding the availability of a certificate | <input type="checkbox"/> d. Copies of child care regulatory information                              |
| <input type="checkbox"/> b. Brochure, booklet, or written material about types of care and quality of care | <input type="checkbox"/> e. Familiarization with child care provider complaint policies (any method) |
| <input type="checkbox"/> c. Checklist of health and safety concerns  | <input type="checkbox"/> f. Mass media such as television, radio, internet site, billboards, etc.    |
|  | <input type="checkbox"/> g. Other (Please attach an explanation)                                     |

\_\_\_\_\_  
Authorized Signature / Date

**CD-800 CHILD CARE ANNUAL AGGREGATE REPORT**  
**CD-800 CBFH Center Based and Family Child Care Home Program Reporting Instructions**

CD-800 CBFH / 10/00

**Note: Complete one report for each contract with CDE.**

<b>1. Number of Families</b>	Report the total unduplicated number of families assisted by CDE-subsidized childcare during the report period, counting each family assisted once (even if a family has exited and reentered the program). To compute the unduplicated number, begin with the October 1, 1999, families served as the base number and then add all subsequent new families served for the reporting period. The total needs to be divided between those families with income greater than 75% of the State median income and families with incomes at or less than 75% of the State median income. The determination of family income level should be based on the Family Fee Schedule as of September 1998 provided in Management Bulletin 98-19. TANF is temporary Assistance to Needy Families (formally known as AFDC). Enter the number of families that received TANF (not including medi-cal or food stamps). Do not include full cost families.
<b>2. Number of Children</b>	Report the total unduplicated number of children assisted during the report period, counting each child assisted once (even if a child has exited and re-entered the program). To compute the unduplicated number, begin with the October 1, 1999, number of children receiving services as the base number and then add all subsequent new children served (not previously counted) from October 2, 1999, through September 30, 2000. If the family income level has fluctuated above and below 75 percent of State median income during the year being reported, the family should be reported only once in the below State median income category. In the columns across the page, indicate the number of children served by the primary type of provider. If the families/children leave the program and then later reenroll do not count them again. Count each child once, even if they receive services from more than one type of provider, using the category which best serves as the primary caregiver. The total needs to be divided between those families with incomes greater than 75% of the State median income and families with incomes at or less than 75% of the State median income.
<b>3. Estimated number of families receiving consumer education and Methods of Consumer Education</b>	Report an estimated total number of families receiving consumer education and methods of consumer education used to promote informed child care choices. An explanation of the methodology for calculating this number should be attached to the report. Check the method if the program provides this method of consumer education on a regular basis.

**Return by December 1, 2000, to: Management Systems, California Department of Education, 560 J Street, Suite 260, Sacramento CA 95814**